

**LAND INFORMATION COMMITTEE MEETING**  
**August 14, 2015**

Members Present: Harold Johnson, Ed Nelson, Larry Schraufnagel, Wayne Uttke  
Also Present: Joyce Fiacco, Chris Planasch, Sheriff Dale Schmidt  
Excused: Larry Bischoff

The Dodge County Land Information Committee meeting was called to order by Chairman Harold Johnson at 8:30 A.M., Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. Roll call was taken and a quorum verified. It was confirmed that requirements of Wisconsin's Open Meetings law had been met.

No comments were received from the public regarding committee business.

Schraufnagel motioned, second by Nelson to approve minutes from the June 12, 2015 meeting. Motion carried.

There were no committee member reports for meetings attended outside of the regularly scheduled Land Information Committee meeting.

Planasch presented the Register of Deeds Revenue Report including the Fee Summary Comparisons from the previous month/last 3 years and a Summary of Fees collected so far in 2015 which reports amounts returned to the State and amounts retained by the County in various revenue accounts. Planasch noted that overall revenues were down in July from June. She reported the number of real estate documents recorded in July (1250) was down from 1300 the previous month; down from 1306 in 2014; and down from 1393 recorded in July 2013. No committee action was required.

Planasch presented the 6-month 2015 budget review for her office reporting that the only account not on track was that for phone service which were up due to IT's purchase of new office phones which had not been included in the 2015 budget. She anticipates that these charges can be absorbed.

Planasch presented the Register of Deeds Activity Report. Staff continues to index legal descriptions from documents recorded from March 17, 1999 back to April 1, 1987 in order to complete the index for these documents. Currently, only grantor/grantees have been indexed. So far, records have been indexed from March 16, 1999 to January 25, 1999. The imaging index for paper documents from 1877 to 1974 is being verified, with the most recent completion being Volume 448 back to Volume 307. To date, 35 volumes have been imported into LandLink (Volumes 600 to 635). Final cleanup of incomplete records continues as time permits to finish the project to compare birth records to the index (1877-1883). Imaging of birth records is complete from current records back to December 1975 and those between November 1946 and end of July 1964. Removal of confidential information from the birth (records from August 1964 to December 1975) and marriage records (records from 1967 to 1977) continues. Staff is keeping up with new recordings with each having a project to work on as time permits. There are 12 subscriptions (no increase), 142 (increase of 1) escrow accounts, and 2199 self-registered accounts in LandShark. No committee action was required.

Fiacco presented the June and July Revenue Reports for the Land Resources and Parks, Land Information Division business units. She presented a list of invoices that had been paid by business unit, vendor, service provided and payment amount totaling \$20,355. They included payment for the annual maintenance agreement for all Autodesk license holdings, GPS pole, survey accessory caps and invoices from Spatial Focus for address management database discovery, design and documentation. No committee action was required.

Fiacco presented the 6-month 2015 budget review for the Land Information Division business units. She reviewed where object accounts were currently at and anticipates shortfalls would be absorbed. This includes shortages resulting from IT's purchase of new office phones which had not been included in the 2015 budget.

Fiacco provided oral reports on status of Land Information Division projects:

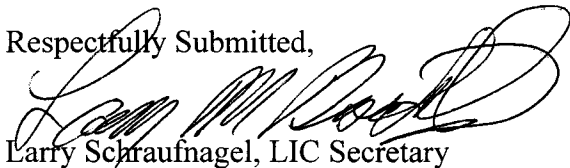
- GIS Data Component in support of DCSO with New World Systems (NWS). Continued participation in weekly meetings between DCSO, IT, LRP and NWS to resolve issues. Fiacco reported that Jesse O'Neill, Senior GIS Specialist, had spent a significant amount of time making several major changes to the centerline file as per recommendations from Spatial Focus. The file is ready to be loaded into the test environment to see if it works with the unsupported version of ArcGIS used by NWS; Jesse reported that it performed well in the new version of ArcGIS software used by the County;
- Reported that as a result of the June 9-11 on-site visit by Martha Wells and Sara Yurman, Spatial Focus, a change of scope was indicated to better accommodate current data structure in development and support of the Master Address Repository (MAR);
- Assessment/Tax program upgrade - Land Information Management System (LIMS). Continued participation in weekly conference calls between County staff and vendor (GCS); additional testing and verification of converted assessment and tax data continues with problems addressed as reported. Additional training will be provided for property assessment and treasurer modules as data is made available; go live date is September 8<sup>th</sup>.

Fiacco announced plans to contract with Spatial Focus to assist with standardization and cleanup of the centerline file and development of a comprehensive countywide accurate street name table. The cost of the project is \$15,340 with not-to-exceed travel costs of \$850 for an on-site. Fiacco said that Corporation Counsel had reviewed and was satisfied with the contract. No committee action was required as funds are available in the Land Information Office (BU 811) budget.

Fiacco presented the Activity Report for the Land Information Division of the Land Resources and Parks Department which includes GIS mapping, analysis and services, survey and tax parcel mapping activities, and Property Description operations. No committee action was required.

The meeting was adjourned at 9:20 A.M. by order of the Chair. The next regular meeting will be Friday, September 11, 2015 at 8:30 A.M. in the Third Floor Conference Room, Room 3A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Respectfully Submitted,



Larry Schraufnagel, LIC Secretary

LS: jjf

**Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.**